

DEPARTMENT OF THE ARMY  
Corps of Engineers, Missouri River Division  
12565 West Center Road  
Omaha, Nebraska 68144-3869

MRD-M 25-1-1

CEMRD-IM-I

Memorandum  
No. 25-1-1

1 July 1994

Information Management  
MICROCOMPUTER OFF-SITE STORAGE, FILE BACKUP

1. Purpose. This memorandum provides procedures to recoup files for personal computers (PCs) and local area networks (LANs) in case of a disaster.
2. Applicability. This memorandum applies to all Headquarters, Missouri River Division (MRD) elements having PCs and LANs.
3. General. The guidelines in this memorandum provide a uniform approach for providing off-site backup storage for files residing on microcomputers.
  - a. It is the responsibility of each PC user to ensure their microcomputer's hard drive is backed up regularly and the data tape cartridge sent off-site. The LANs are backed up by Information Management Directorate, Engineering Systems and Technology Branch.
  - b. The idea is to provide file backup at another location for all MRD microcomputers primarily in case of a catastrophic event such as a tornado, fire, or the like. Backups will be rotated between the MRD originating location and the off-site location. This provides a backup at the off-site location at all times.
  - c. The period between backups can vary depending on the use and value of the data on the microcomputer. The user will need to decide the frequency. It might be weekly or could even be monthly depending on the value of the data involved.
  - d. The cartridges are collected during the week and sent offsite on Friday.

4. Procedures.

- a. Each microcomputer user will create a backup tape cartridge as required. The Headquarters MRD and the MRD Lab personnel will put their cartridges in the normal "OUT" mail location so the MRD mail room will receive the cartridge by Friday morning.
- b. The MRD mail courier will pick up the cartridges for the MRD Headquarters and LAB and transport them to the Omaha District, Room 5011. They will also return old backup tape cartridges which will be returned to the MRD user on Friday.

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c. If an emergency exists and a backup tape cartridge is required from the off-site location, call the Omaha District computer room operator on 221-3095 for assistance.

d. The off-site concept is very simple. Each time a data tape cartridge is sent off-site, the old off-site cartridge is returned to the user the following week.

## 5. Responsibilities.

a. The user writes the date the backup tape was created on the inside label on the tape cartridge. The user then makes sure the labels on the edges of the tape cartridge case are accurate and puts the cartridge in the office "OUT" mailbox. The printed labels contain the user's identifying information (Appendix A).

b. The MRD mail room inserts the label, "Room 5011" in the off-site container before the weekly pickup by the MRD mail courier. The mail room also ensures that the backup tapes are secured after normal duties hours in a locked room.

c. The MRD mail courier on Friday each week (Thursday if holiday) picks up the container of backup tapes from MRD Headquarter and the MRD Lab and delivers them to the Omaha District, Room 5011. Every Monday (Tuesday if a holiday), at Room 5011, picks up the container of backup tape cartridges for MRD Headquarters and the MRD Lab and returns them.

d. The off-site backup tape coordinator ensures that the old backup tapes are promptly returned each Monday morning and all others are secured in a locked room.

FOR THE COMMANDER:

/s/  
KEVIN W. LEE  
LTC, IN  
Deputy Commander

## APPENDIX A

### DISTRIBUTION:

MRD - C

CEMRO-IM - 10 cys

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APPENDIX A

Example of a Data Tape Cartridge with Labels Affixed

LABEL -----

|                      |                               |
|----------------------|-------------------------------|
| To: CEMRD-IM-S       | User's Computer System Number |
| User's Name          | User's Room Number            |
| User's Office Symbol | User's Phone Number           |